23 March 1950

Assistant Director for Collection & Dissemination

Assistant Director for Operations

Coordination of Functions of FDD with Related Functions of OCD

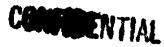
l. In early February you indicated to me that certain procedures followed by FDD had been the cause of some annoyance to
you. I admitted that, perhaps, I had not been explicit enough
in my instructions to FDD, and suggested I re-draft the functions,
send them to you for study prior to a meeting with you,
Mr. Bagnall, and myself, at which we could reach an agreed solution.

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2. My comments, for your consideration, were sent to you on 16 February.

GEORGE G. CANEX

GGC/acg



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Assistant Director for Collection and Dissemination

Assistant Director for Operations

Coordination of functions of Foreign Documents Division with related functions of the Office of Collection and Dissemination

References:

- Messo from DCI to AD/00, dated 2 Sep 48, subject *Functions of the Office of Operations
- b. Meso from AD/00 to Chief, FDD, dated 3 Sep 48, subject "Functions of the Foreign Documents Branch
- c. Memo from Acting Executive to AD's OPC, OO, OCD and Chief Tas, dated 3 Feb 49, subject "Translation Service"
- d. Admin Inst 50-11, Translation Service
 e. Admin Inst 50-17, Contacts with Non-Governmental Individuals within the United States
- f. Admin Inst 50-5, Operational Limison
- 1. According to references a and b and the most recent CIA organization charts, the Foreign Documents Division performs the following functions:
 - a. Exploits foreign language documents, including current foreign periodicals, books and the foreign press, for intelligence information.
 - b. Prepares abstracts, translations, summaries, and bibliographies of captured decuments, foreign language books and periodicals and extracts of current foreign press. Provides foreign industrial data, blographical intelligence data, and other specialized intelligence information and translations from foreign language documents as requested.
 - c. Coordinates with CIA offices and other government agencies in the continuous exploitation of foreign language material in order to meet established requirements.
 - d. Makes continuous surveys to discover additional sources of foreign language material having a foreign intelligence potential.
 - e. Provides CIA with a central translation service for foreign language material of intelligence value.
- 2. In the implementation of these functions FDD carries on certain activities which border on the limison and procurement activities of the Office of Collection and Dissemination. With respect to foreign language material, the FDD function of surveying available sources (Para 1 d above) almost overlaps the OCD function as performed for intelligence materials in general. In an effort to delineate the spheres of responsibility and to clarify the procedures to be followed by the division, the following methods and channels are proposed:

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- a. In coordinating exploitation:
 - (1) With CIA Offices; FDD will deal directly.
- (2) With other government agencies; FDD will conduct lisison directly, after OCD approval of the lisison (Reference f). Terms of formal or informal arrangements will be reported to OCD through oc.
- (3) With non-governmental offices; FDD will deal through the Contacts Division of the Office of Operations (Reference e). Arrangements will be recorded by CO.
- b. In making continuous surveys:
- (1) With other government agencies; FDD will conduct survey directly with repository or individual concerned, after OCD approval of lisison (Reference \underline{f}).
- (2) With non-governmental sources; FDD will deal directly through the Contacts Division, OO. (Reference e) Any resultant arrangements for purchase will be coordinated with OCD Library.

If, in the course of such surveys, FDD should discover English material of importance, it will notify OCD of that fact. It is understood that there will be reciprocal cooperation on the part of OCD Library in this matter.

- c. In providing translation service:
- (1) For CSO and OPC; FDD will deal directly, in accordance with Reference c and paragraphs 6 and 7 of Reference c.
- (2) For CRE and OSI; FDD will receive requests directly, with information copies to OCD. Upon completion, FCD will furnish product directly to OCD. This procedure, although not indicated by Reference d, was approved verbally by OCD.
 - (3) For Contacts Division and FBID; FDD will deal directly.
- (4) For Industrial Register, Biographic Register, and Graphics Register; FDD will deal directly.
- d. In receipt of foreign language documents for exploitation:
- (1) From State Department; WDD will receive foreign language documents directly by means of "CIA-Point Two" distribution. For these documents, FDD will maintain accountability files.
- (2) From Library of Congress; FDD will receive and return directly mass quantities of current foreign language documents. For specific decuments FDD will follow established procedure through CCD.

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- (3) From other government agencies: FDD will deal through OCD. except for such agencies as are specifically exempted by OCD.
- (4) From non-governmental sources; FDD will deal through the Contacts Division, OU, or through OCD Library (for purchases).
 - (5) From OSU and OPC: Fip will deal directly.
 - (6) From ORE and UNI: FOD will deal directly.

If in any of the above there is material received that does not fall within the exploitation responsibility of FDD, such material will be forwarded to con Mbrary.

- e. If during limison a source of progurement develops which requires funds, FID will deal directly with the OCD Library.
- 1. In the procurement of material not specifically defined in d and e above, FDD will deal directly with OCD Library.
- g. In the disposition of exploited material, FIM will forward such material to OCD with recommendations for disposition or retention.
- 3. These proposals should be regarded as a basis for further discussion between you, kr. Bagnall and myself, at a meeting which may be scheduled at your convenience.

OFCROR G. CARRY

00:JJB:LDD/bek 2/16/50

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co: Addressee - Orig. & 1 FDD

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